Adobe® Acrobat® 8.0: Level 1

Course Specifications

Course number: 084179
Software: Adobe Acrobat 8.0 Professional
Course length: 1.0 day(s)
Certification: Adobe Certified Expert (ACE) Program®

Course Description

You may have used different applications to create documents and files for your own reference. However, you may now be required to share your files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe® Acrobat® 8.0 to make your information more portable, accessible, and useful to meet the needs of your target audience.

Course Objective: You will use Adobe® Acrobat® 8.0 Professional to create, manage, and collaborate PDF documents.

Target Student: This course is designed for anyone who will use a computer and Acrobat 8.0 Standard/Professional to work with PDF files.

Prerequisites: Minimal experience with computers and common Microsoft applications, such as word processing, spreadsheet, and web browser applications.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

Student Computer Requirements

- An Intel® Pentium III processor or equivalent.
- 256 MB of RAM (512 MB or greater is recommended).
- A minimum of 860 MB of available hard-disk space; cache for optional installation files (recommended) requires an additional 460 MB of available hard-disk space, and an additional 30 MB for the course data files.
- A CD-ROM drive.
- A mouse or other pointing device.
- A 1024 x 768 resolution monitor.
- An installed printer driver.
- A projection system to display the instructor's computer screen.
- A scanner to complete one activity in Lesson 2.
- A printer to complete one activity in Lesson 2.
- An active Internet connection with an intranet network to complete the activities in Lesson 2 and in Appendix B.

Microsoft Exchange 2007 Server Requirements

- An Intel(r) Xenon processor at 3 Ghz or an AMD 64-bit processor that supports the AMD64 platform.
- 2 GB RAM and an additional 5 MB of RAM for every mailbox configured.

Platform Requirements

- Student Computer Platform Requirements — Microsoft® Windows® 2000 with Service Pack 4 or Windows XP Professional, Home Edition, or Tablet PC Edition with Service Pack 2.
- Microsoft Exchange 2007 Server Platform Requirements — Microsoft Windows 2003 Server SP1, Standard x64 Edition.

Software Requirements

- Microsoft Windows Server 2003 SP1, Standard x64 Edition.
- Microsoft .NET Framework Version 2.0.
- Windows PowerShell (for Exchange Management Shell).
- Microsoft Management Console (MMC) 3.0.
- On all Mailbox servers with a 64-bit processor, you must install the hotfixes such as Update for Windows Server 2003 x64 Edition (KB904639) and Update for Windows Server 2003 x64 Edition (KB918980). In addition, Exchange 2007 requires that you do not have the Network News Transfer Protocol (NNTP) service or the Simple Mail Transfer Protocol (SMTP) service installed.
- Microsoft Exchange Server 2007.
- Either Windows XP Professional with Service Pack 2 or later, or Windows 2000 Professional with Service Pack 4 or later.
- An installed print driver. (Printers are not required; however, each PC must have an installed printer driver to use Print Preview.)

Software Requirements for the Mailbox Server Role

For computers that have the Mailbox server role installed, you must also install some Internet Information Services (IIS) 6.0 components. Although the server roles that require these components have been separated from the Mailbox server role, the prerequisites have not yet been removed from the Mailbox server role. To install the Mailbox server role, the following IIS 6.0 components must be installed:

- Enable network COM+ access
- Internet Information Services
- World Wide Web Service

Software Requirements for the Client Access Server Role

For computers that have the Client Access server role installed, you must also install the following components:

- World Wide Web Service
- Remote Procedure Call (RPC) over Hypertext Transfer Protocol (HTTP) Proxy Windows networking component
- ASP.NET version 2.0

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- access information in a PDF document.
- create PDF documents.
- modify PDF documents.
- add PDF navigation aids.
- work with multiple PDF documents.
- review PDF documents.

Course Content

Lesson 1: Accessing Information in PDF Documents
  Topic 1A: Browse a PDF Document
  Topic 1B: Navigate to Specific Content Within a PDF Document
  Topic 1C: Conduct a Simple Search
  Topic 1D: Extract Content from a PDF Document

Lesson 2: Creating PDF Documents
  Topic 2A: Create a PDF Document from a Word Document
  Topic 2B: Create PDF Documents Using the Print Command
  Topic 2C: Create PDF Documents from Web Pages
  Topic 2D: Create a PDF Document Using Acrobat
  Topic 2E: Create PDF Documents Using Email Applications

Lesson 3: Modifying PDF Documents
  Topic 3A: Manipulate PDF Document Pages
  Topic 3B: Edit Content in a PDF
  Topic 3C: Add Headers and Footers
  Topic 3D: Customize Page Numbering

Lesson 4: Adding PDF Navigation
  Topic 4A: Use Bookmarks
  Topic 4B: Work with Links
  Topic 4C: Define Articles

Lesson 5: Working with Multiple PDF Documents
  Topic 5A: Organize PDFs into a Collection
  Topic 5B: Control Access to Multiple PDF Documents
  Topic 5C: Search Multiple PDF Documents

Lesson 6: Reviewing a PDF Document
  Topic 6A: Choose a Collaboration Workflow
  Topic 6B: Add Review Tools to a PDF Document
  Topic 6C: Digitally Sign a PDF Document
  Topic 6D: Markup a PDF Document
  Topic 6E: Initiate a Meeting with Acrobat Connect
  Topic 6F: Compile Comments from Multiple Reviewers

Appendix A: Adobe Certified Expert (ACE) Program®

Appendix B: Implementing a PDF Document Review
Supplemental Lesson: Implementing Managed Reviews
  Topic 1A: Initiate a Shared Review
  Topic 1B: Initiate an Email-Based Review
  Topic 1C: Initiate a Browser-Based Review
  Topic 1D: Incorporating PDF Review Comments into a Word Document